



# U.S. AMBASSADORS FUND *for* CULTURAL PRESERVATION

CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

## 2020 Small Grants Competition Application Guide

**Summary:** The Bureau of Educational and Cultural Affairs of the U.S. Department of State announces an open competition for organizations to submit applications to The U.S. Embassy in Gaborone, Botswana for funding through the U.S. Ambassadors Fund for Cultural Preservation (AFCP) to carry out an individual project to preserve cultural heritage. The local competition is open until December 9, 2019. Issuance of this funding opportunity does not constitute an award commitment on the part of the U.S. government. Full implementation of this program is subject to the availability of FY 2020 funds. Please follow all instructions below.

### **Award Information:**

- Funding Instrument Type: Grant
- Floor on Amount Per Award: US \$10,000 per project
- Ceiling on Amount Per Award: US \$200,000 per project

**Eligible Project Applicants:** Eligible project applicants are reputable and accountable non-commercial entities who able to demonstrate they have the requisite experience and capacity to manage projects to preserve cultural heritage. This may include non-governmental organizations, museums, ministries of culture, or similar institutions and organizations, including U.S.-based organizations subject to Section 501(c)(3) of the tax code. All applicants must be registered and active in SAM.gov. Applicants will be vetted to for eligibility, suitability, and reputable performance in cultural preservation or similar activities to ensure the applicants are able to receive U.S. federal assistance. Past AFCP award recipients may submit applications for a continuation of funding. The AFCP will not award grants to individuals, to commercial entities, or to past award recipients that have not fulfilled the objectives or reporting requirements of previous AFCP awards. Preference will be given to projects that align with the Embassy goals.

**Funding Areas:** The AFCP 2020 Small Grants Competition supports the preservation of cultural sites, cultural objects and collections, and forms of traditional cultural expression. Appropriate project activities may include:

- In the case of cultural sites: conservation of an ancient or historic building, preservation of an archaeological site, or documentation of cultural sites in a region for preservation purposes
- In the case of cultural objects and collections: conservation needs assessments and

treatment, inventory of a collection for conservation purposes, the creation of safe environments for storage or display of collections, or specialized training in the care and preservation of collections

- In the case of forms of traditional cultural expression: documentation and audiovisual recording of traditional music, indigenous languages and dance forms for broad dissemination as the means of teaching and further preserving them, or support for training in the preservation of traditional applied arts or crafts in danger of extinction.

**Funding Priorities:** Applications for projects that do one or more of the following will receive additional consideration:

- Support U.S. treaty or bilateral agreement obligations
- Support disaster risk reduction for cultural heritage in disaster-prone areas
- Support post-disaster cultural heritage recovery
- Preserve World Heritage sites

**Sites and Objects that have a Religious Connection:** The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria.

**Ineligible Activities and Unallowable Costs:** AFCP does not support the following activities or costs, and the Center will deem applications involving any of these activities or costs ineligible:

- Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application
- Preservation of natural heritage (e.g., physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils)
- Preservation of hominid or human remains
- Preservation of news media (e.g., newspapers, newsreels, radio and TV programs)
- Preservation of published materials available elsewhere (e.g., books, periodicals)
- Development of curricula or educational materials for classroom use
- Archaeological excavations or exploratory surveys for research purposes
- Historical research, except in cases where the research is justifiable and integral to the success of the proposed project
- Acquisition or creation of new exhibits, objects, or collections for new or existing museums

- Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example)
- Commissions of new works of art or architecture for commemorative or economic development purposes
- Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances
- Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist
- Relocation of cultural sites from one physical location to another
- Removal of cultural objects or elements of cultural sites from the country for any reason
- Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort
- Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies
- Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund)
- Costs of fund-raising campaigns
- Contingency, unforeseen, or miscellaneous costs or fees
- Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer
- International travel, except in cases where travel is justifiable and integral to the success of the proposed project
- Travel or study outside the host country for professional development
- Individual projects costing less than US \$10,000 or more than \$200,000
- Independent U.S. projects overseas

**Maximizing Impact:** Proposed projects should be flexible to allow continuing recognition of U.S. support (e.g. signage, acknowledgement in pamphlets or websites) and avail AFCP sites for Embassy activities, including VIP visits.

**Cost Sharing and Other Forms of Cost Participation:** There is no minimum or maximum percentage of cost participation required for this competition. When an applicant offers cost sharing, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its application and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per U.S. Government grant regulations. Cost sharing may be in the form of allowable direct or indirect costs.

**Application Deadlines and Submission:** Monday, December 9, 2019 at 09:00 GMT+2.

All submissions must be received electronically. Hard copy applications will not be accepted. Please email completed proposals to [GaboronePASAllStaff@state.gov](mailto:GaboronePASAllStaff@state.gov).

**Application Review Process:** The Embassy Review Panel will first screen all applications for technical eligibility. The selected applications will be submitted to the Cultural Heritage Center where they will be rated before sending them first to public diplomacy offices in regional bureaus for ranking. The Center will then convene a review panel to recommend applications for funding. The Center will screen applications for technical eligibility based on the objectives, priorities, requirements, ineligible activities, and unallowable costs contained in this funding opportunity. The Center may deem applications ineligible if they do not fully adhere to the criteria stated herein. The Center will rate all technically eligible applications using the following point-based system:

- Purpose, Description, and Importance: 25 points max
- Urgency: 15 points max
- Maintenance Plan: 10 points max
- Rationale for U.S. Support: 15 points max
- Embassy Media Plan: 10 points max
- Budget and Budget Narrative: 15 points max
- Supporting Materials: 10 points max
- Innovative packaging with other ECA programs (optional): additional 10 points max

As the Center rates the applications, the Center may flag and suggest to the Embassy potential opportunities for collaboration between the proposed AFCP project and other ECA programs.

**Embassy Contact:** Please direct inquiries to the Public Affairs Office at +267 373-2415 or e-mail [GaboronePASAllStaff@state.gov](mailto:GaboronePASAllStaff@state.gov).

**Disclaimer:** Issuance of this funding opportunity does not constitute an award commitment on the part of the AFCP program or the U.S. government. The Center reserves the right to waive program formalities and to reduce, revise, or increase project scopes and budgets in accordance with the needs of the program and the availability of funds.

**Required Registrations:** Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be

completed  
simultaneously)

**DUNS application:** Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

**NCAGE application:** Application page here:  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:  
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

**Application Requirements:** Once the embassy has selected potential applicants and projects, through an open competition process, it would assemble and submit the application items below. All submitted documents must be in English. Project applications must include or address the following (Note: The list includes items required by 2 CFR 200 and State Department federal assistance regulations):

**From the Implementer:**

- Full and complete Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and, if applicable, Disclosure of Lobbying Activities (SF-LLL)
- Project basics, including title, project dates, and AFCP focus area
- Project applicant information, including contact information, DUNS Number, and SAM registration status, as applicable
- Project location
- Proof of official permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation of the site, object, or collection
- Project purpose that summarizes the project objectives and desired results
- Project activities description and timeframe that present the project tasks in chronological order and list the major milestones with target dates for achieving them

(Note: Applicants may propose project periods of up to 60 months [five years])

- Resumes or CVs of the proposed project director and other primary project participants
- Statement of importance highlighting the historic, architectural, artistic, or cultural (non- religious) values of the site, collection, or form of traditional expression
- Statement of urgency indicating the severity of the situation and explaining why the project must take place now
- Implementer Public Awareness Plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms
- Maintenance Plan outlining the steps or measures that will be taken to maintain and sustain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills gained from the project
- Detailed project budget, demarcated in one-year budget periods (2020, 2021, 2022, etc.), that lists all costs in approved cost categories and identifies funds from other sources
- Budget narrative explaining any large budget line items, detailing how costs were estimated (e.g., quantity x unit cost, annual salary x percentage of time spent on project), and justifying any proposed international travel costs (Note: Applicants may include narrative within the budget sheet)
- Supporting documents including, at a minimum and required, five (5) high quality digital images (JPEGs preferred) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (e.g., collapsing walls, water damage, worn fabric, broken handle), any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project